

Module V

A) E – Communication

1. Communication is a process of transferring information.
2. E-Communication is Electronic communication.
3. E-communication – means of electronic media.
4. E-Communication with the advancement of science and technology and the Internet.

I. Email or Electronic Mail

5. E-mail means Electronic mail.
6. Email is eco-friendly, with no use of paper.
7. Two types of email - Formal and Informal.
8. The most essential thing in email communication is – the email address.
9. Email address: Three parts of format.
 - i). **User I'd** - the name of the user
 - ii) **@(at)** - @Sign follows user name
 - ii) **Host** - store (Gmail,Hotmail,Yahoo)
 - iii). **Domain** - (set of websites e.g .com, .in, .org, .net, etc)
10. From - **sender's** email address.
11. To - **receiver's** email address.
12. Cc - carbon copy, we can send one mail to **many people**.
13. Bcc - Blind Carbon Copy, **conceal/hide the person from the other recipients**.
14. Subject line is a hint or sign of a message.
15. Beginning of formal email: Respected, Dear, Hello
16. Beginning of informal email: Hi, Hello, Dear,
17. **Informal emails** are written for: friends, relatives, colleagues dealing with informal subject matters.
18. Use of abbreviations/short forms in informal email.
19. The accuracy and grammatical correctness is not strictly observed in informal emails.
20. **Formal emails** to college, bank, administrative office, bookshop etc.
21. Formal emails: accuracy and grammatical correctness observed.
22. You can send an Email for informing and complaining.
23. Specific Types of emails.
 1. Newsletter E-mails - to inform the audience, marketing tool.
 2. Lead Nurturing E-mails - series of related emails. Connected with buyers.
 3. Transactional E-mails - for E-commerce.

From: Sender's email id
To: Recipient's email id
Cc: Other individuals receiving the same mail with visible ids
Bcc: Other individuals receiving the same mail with invisible ids
Subject: Title or the reason of writing mail
Salutation: Words like Dear, Respected, Hi etc.
Main body: the main content of the email <ol style="list-style-type: none"> 1. Introduction 2. Matter in detail 3. Conclusion
Closing: Ending Statement
Attachments: Attached Files with emails
Signature Line: Sender's name, signature, and other details of contact

II. E-mail discussion Groups

24. Online environment for sharing, discussing a certain topic **within the group by using email**. The E-mail discussion group is also known as email discussion forum, an internet group, and a mailing list that helps an online environment for providing, sharing, exchanging, commenting, and discussing a certain topic within the group by using email. It can be used for the teaching-learning process.

25. For the E-mail discussion group need of **email Id**.

III. Email Pals

26. A person that you make friends with by sending emails.

27. **E-pals** is a modern variation to **pen friends**.

28. Goal of E-pals: share ones' culture, tradition, nature, habits, feelings, information etc.

Dear Sona,

My name is Viren, and I am 22years old and have just graduated from college. I found your name and email ID and learned from your profile that you are a graphic artist in India. I have a new job in a graphic design company. I thought being in contact with you would broaden my horizons and inspire my artistic abilities. I would enjoy discussing design with you and learning new things. Let me know what you think and if possible send me a sample of your work. May be together our creations will be much better. Hope to hear from you soon. Viren

IV. Blogs

29. Blog is a blend of – **weblog**.

30. A blog is a **website**.

31. **Blog** is a form of online publishing communication.

32. **Blog sites**: word press, blogger, type pad etc.

34. **Blogger** – a person who writes and controls blogs.

35. **Blogging** – an activity to run.
36. Types of blogs: **personal, professional, business blogs**.
37. Personal blog is a form of self-expression.
38. Professional blog is part of employment or company.
39. Blogs can be called **an online diary** useful for keeping records.

Personal Blog:

I participated in a 10days N.S.S residential camp. I learned many new things there. Such an invaluable experience indeed! Do you know what do NSS volunteers in camp? N.S.S volunteers do social service in adopted villages during the camp. The social service activities such child, adult education, construction of garbage and pits, health check-up, and tree plantation. The camp is organized in such a way that volunteer learns discipline, togetherness, unity, confidence, motivation and sensitivity towards society. N.S.S motto 'Not me but You did a great job to develop my own personality through community service and taught me discipline, teamwork, hardworking and punctuality

Examples:

E-mail writing :

From : suoberoi10@gmail.com
To: internationalbooks@gmail.com
Cc :
Subject : Supply of Books

Dear Sir,

I had placed an order with you for a book on 15th of this month. The parcel containing the book sent by you is damaged and I am afraid the book inside it must have been damaged too. Hence, I would appreciate it if you would replace the book as early as possible.

Yours faithfully,

S. U. Oberoi

Pune

Study another example of Personal Blog:

Celebrating birthday without family ...well, it is my first birthday away from the family and abroad, a little bit nervous.... It was interesting too. But do you know a new pleasurable experience..? When I woke up the first thing I did I... texted sis because she was born on the same day. We twins, I received calls from Aai, Baba, grandmother & bro, relatives, friends throughout the day...! I went to have my breakfast with friends here and what a pleasant surprise... my favorite dish... after allbirthday boy! The day full of busy schedule. Forget birthday in work load.

I received a parcel sent by my Aai & Baba... I opened it and wow...! photo album – my photographs... snapped at various moments – my first snap quickly after birth, as a baby, schoolboy in uniform, picnic pics and pillow fighting with bro & sis & so & so & so on....

My own life in front of me... the gift I will never forget ...the moment being at home. In the evening friends came & asked me to go out. In the garden... a grand celebration ...a waiting me! Party for me! Very rare moment...

Thank you Aai, Baba, & my friends to make my birthday very special.

Here is an example of Professional Blog:

Inquiry-Based learning for college students

What is student-centric approach in Teaching-Learning process? One of the ways is 'Inquiry-based learning'. "It is an approach that emphasizes students' role in the learning process". Rather than the teacher teaching the students what they need to know, students are encouraged to explore the material, ask questions and share ideas according to their need.

It includes small-group discussion, guided learning, multitasking programmes, projects, etc. The main goal of the inquiry-based learning is the desire to increase students' engagement. There are some pros and some cons.

***Advantages of Inquiry-Based Learning:**

1. Greater Interest on the part of the students
2. Students are motivated to find solution to problems.
3. As students work in groups, it helps to enhance team spirit.
4. This type of learning leads to greater long-term knowledge.

*** Disadvantages of Inquiry-Based Learning:**

1. No benchmarking for testing.
2. It prevents teachers to prepare teaching plan properly.

Questions for Practice:

Write the following emails.

- 1 Write an email congratulating your friend who has won State Level Elocution Competition.
- 2 Your uncle is ill and has been admitted to hospital. Write an email enquiring about his health.
- 3 Write an email to the university office requesting to send you the prospectus of Vocational Courses offered by it.
- 4 Write an email to Municipal Corporation complaining about the irregular water supply in your town.
- 5 Write an email to your friend living abroad regarding developing email pal.
- 6 Write a mail to your e-pal describing the various activities organized in your college.
- 7 Suppose you won a State Level Essay Competition. Write a Personal Blog about it. Imagine the necessary details.

- 8 Suppose you participated in a N.S.S residential camp for 10days. Write a Personal Blog describing your experiences there.
- 9 As a librarian of the college library, write a professional blog explaining to the students the importance of college library. Imagine the necessary.

Exercises:

1. Write an email to your friend requesting him to join you for one day picnic .
2. Write an email to a hotel requesting to book two rooms for two days for your family.
3. Write a Blog Post about your participation in Youth Festival and winning first prize.
4. Suppose you are an employee of a car company. Write Professional blog describing the features of a newly launched car.

B) Breathing Spaces – Rana Nayar

I. Introduction of the poet:



- Born: in 1957
- Indian poet, translator, theatre artist
- Translated poems and short fiction from Punjabi to English.
- Worked as a lecturer at Punjab University, Chandigarh.
- His first collection of poems 'Breathing Spaces'.
- He won Sahitya Akademi's 'Indian Literature Golden Jubilee Literary Translation Prize' for poetry.

II. Poem

Breathing Spaces

A road from
my heart
curls back to a village
Where an old peepul tree
stands guard
against the termites of
time In broad daylight
Shades a sun-tanned child

And at night
 ghosts of
 memory
 dance in the hollow
 A canopy stretched over a broken well
 Cloying intensity of a mother's love
 Sometimes oozing
 Sometimes dripping
 Sometimes flowing into an onwards stream
 Rushes through the green fields
 Well-bounded
 by a red-brick
 wall
 Flushed with the anger
 of a stern father
 I could not stay rooted
 Like the peepul tree
 And moved away
 Leaving the green fields behind
 The red-brick wall
 A mere stain on my conscience
 But I carried a little
 garden In my heart
 Where a white-rose blooms
 By mid-night
 When breathing spaces die
 On the edge of my gas chamber

Glossary:

Breathing space : short respite, relief,
 relaxation
 Curl back : return back
 sun
 tanned : sunburn
 termites of time : termites are insects found chiefly in tropical
 canopy : overhanging cover
 cloying : feeling unpleasant, sickly sweet, over sentimental
 dripping : sprinkle, drop
 conscience : inner voice, moral sense, principles
 gas chamber : a room used for the execution of prisoners by means of a poisonous
 gas

III. About the poem –

Theme: In the present poem, the poet expresses the touching memories of childhood and feels happy that he still carries it in his heart. These memories are the breathing spaces in his dull and monotonous routine life.

The poet recalls the village where he has spent his childhood. He becomes nostalgic. The sad tone is mixed with innocent and joyful childhood memories. He remembers an old

peepul tree. It guards childhood memories against the termites of time. He recalls many things from his village. These are sunburnt boy in bright daylight, at night ghosts dance under the tree, a broken well which is canopied by the branches of the tree and at present only ghosts of memories in his mind. It means only memories breathing.

He remembers his affectionate mother, stern father, green fields, red brick-walled house. The red color of the red wall symbolizes optimism and the father's angry face.

He could not be rooted like a peepul tree. So, he shifted to another place because of duties and responsibilities. But he has carried a little garden in his heart. The white roses and garden are symbolic. The white rose means the purity in the innocence of every child. The garden is evergreen and unforgettable memory of childhood. When a poet awakes at midnight, his childhood appears before his inner eye. It is like just a slideshow of a bygone period. It gives relief in his present hard and routine life.

The poem applies to all those who are born and brought up in villages, but left for cities because of - like further education, career and various ambitions and dreams of life to be fulfilled. But everyone cherishes his/her childhood memories. Here, the memories transport him into a trance state. It gives happiness. So, his childhood memories are breathing spaces in his busy routine life.

V. Multiple choice questions.

1. ... tree stands as a guard against the termites of time.
 - a. An old mango
 - b. **An old peepul**
 - c. An old banyan
 - d. An old neem
2. At night ghosts of memory... in the hollow.
 - a. Walk
 - b. Run
 - c. **Dance**
 - d. Stand
3. The poet feels intensity of a ... love.
 - a. Father's
 - b. Brother's
 - c. **Mother's**
 - d. Sister's
4. ... blooms in the heart of the past.
 - a. **A white rose**
 - b. A red rose
 - c. A lotus
 - d. A tulip
5. ... shades his eyes in broad daylight.
 - a. A white boy
 - b. **A sun-tanned child**
 - c. A black girl
 - d. Small children
6. ... is flushed with anger.

- a. **A stern father**
 - b. A gentle mother
 - c. An angry soldier
 - d. A loving sister
7. I could not stay rooted means that the poet...
- a. Is living in the village
 - b. Is not living on the farm
 - c. **Has shifted to a city, another place**
 - d. Has decided to live in his village
8. A white rose stands for ...
- a. **The innocence and purity of childhood.**
 - b. Broad daylight
 - c. Mother's love
 - d. Ghosts of memory
9. But I carried a little garden in my heart'. Here, little garden means –
- a. **sweet memories of childhood.**
 - b. happy memories of young age.
 - c. garden in a city where the poet lives now
 - d. garden in his village.
10. 'Breathing spaces' for the poet is –
- a. father's anger
 - b. mother's love
 - c. little garden in the city.
 - d. **sweet memories of the childhood**

A. Write answer to the following questions in 3-4 sentences each.

- 1. What aspects of Indian life do you find in the poem?
- 2. What general impressions do you get about the poet's mother and father?
- 3. What must have compelled the poet to move away?
- 4. Why is the poem called, 'Breathing Spaces'?

B. Write short notes on the following in 7-8 sentences each.

- 1. The central idea of the poem.
- 2. Nostalgic mood in the poem.